

5 APRIL 2004



Personnel

USE AND PREPARATION OF ARPC FORM 61

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ ARPC/SCQ (Ms Cathy Cusack)
Supersedes ARPCI 36-6099, 4 April 2002

Certified by: HQ ARPC/SCQ (Ms Teresa Myers)
Pages: 2
Distribution: F

This instruction outlines the preparation and use of ARPC Form 61, **Discoverer Query Request**.

SUMMARY OF REVISIONS

This change deletes the requirement for signature of director and deputy director when requesting priority requests and changes purpose for ATLAS to product. A bar (|) indicates revision from the previous edition.

1. Purpose: Used by ARPC personnel to request MILPDS data using the discoverer tool by the Requirements and Data Services Division (SCQ).

2. Preparation.

- 2.1. Title: Short title of inquiry
- 2.2. File: Check file from which information is to be captured. If other, list appropriate file.
- 2.3. Excel spreadsheet or text file.
- 2.4. Recurring/One-Time: Select one.
- 2.5. Date Required: Allow at least 5-working days from date of receipt for routine requests. For recurring products, indicate appropriate date each month, quarter, annually that data is needed.
- 2.6. Select Criteria: Describe who you want (target population) to review in plain English.
- 2.7. OutPut: Information desired in spreadsheet.
- 2.8. Sort Sequence: TD Sequence, Alpha by Name, PAS, Reserve Section, Date of Data, etc.
- 2.9. Purpose/Remarks: Identify purpose for product and provide complete justification.

2.10. E-Mail Address: Enter your complete e-mail address.

2.11. Requester: Legibly print requester's name.

2.12. Office Symbol: Office Symbol of requester.

2.13. Phone Number: Phone Number of requester.

2.14. Date: Current date.

2.15. For Priority Requests: Be specific as to reason for priority handling.

2.16. For SCQ Use Only: filled out by SCQ personnel.

3. Procedures: Completed by ARPC personnel when MILPDS data is required.

4. Form Prescribed. ARPC Form 61.

JAMES L. PLAYFORD, Colonel, USAF
Commander